



MEMORANDUM

DATE: August 29, 2005

TO: Interested Community Based Organizations and State Departments

FROM: State Personnel Board
Merit Employment & Technical Resources Division

SUBJECT: LANGUAGE ACCESS FOR CALIFORNIA'S DIVERSE
POPULATION – BILINGUAL SERVICES TASK FORCE GROUP

The State Personnel Board (SPB) cordially invites you to participate in SPB's Task Force meeting to discuss bilingual services provided to California's non-English speaking persons by California's state departments. SPB is responsible for ensuring compliance with the Dymally-Alatorre Bilingual Services Act (Act) of 1973 that requires state departments to provide an equal level of service to California's non-English speaking persons. The purpose of this task force will be to bring together state departments and a diverse group of Community Based Organizations (CBOs) to share information on language access issues; and best practices in providing bilingual services. Your input is vital to ensure that the Bilingual Services Program (BSP) effectively works with state departments and CBOs to develop bilingual resources for state departments to communicate with California's diverse communities. SPB will share with you some of the resources it has developed for state departments to better serve California's non-English speaking population.

The first task force meeting is scheduled for September 15, 2005, from 9 a.m. to 11:30 a.m. in Room 150 at SPB, 801 Capitol Mall, with teleconferencing at SPB's Los Angeles Appeals Office located at 320 West 4th Street in Los Angeles. The Los Angeles teleconference location is for those state departments and CBOs located in Southern California that are not able to travel to Sacramento. It is my hope that you will come and share your language access issues with the task force members.

Attached is a list of CBOs and state departments that have made a commitment to participate in the task force. If there is a state department or CBO that is not on the list that you feel would like to participate, please let us know by calling one of the telephone numbers listed below.

I look forward to meeting each of you and sharing the accomplishments of the Bilingual Services Program. Please call Henry Montes, Analyst within the Bilingual Services Program, at (916) 651-7839 to confirm your attendance, or if you have any questions about the task force meeting, please contact Juana Lopez-Rodriguez, Bilingual Services Program Manager, at (916) 653-1721 or TDD (916) 653-1498.

Karen Coffee, Chief

Attachments

Bilingual Services Program
Community and Departmental Advisory Task Force Meeting
801 Capitol Mall, Room 150 – Sacramento
320 West 4th Street, Room 620 - Los Angeles
Thursday September 15, 2005
9:00 a.m. – 11:30 a.m.

AGENDA

I. Welcome Message

Laura Aguilera, Assistant Executive Officer
State Personnel Board

Karen Coffee, Chief
Merit Employment, Training and Resources Division

II. Introductions

Sacramento – Debbie Santos-Silva, Manager
Bilingual Services Program

Los Angeles - Juana Lopez-Rodriguez, Manager
Bilingual Services Program

III. Background

IV. Information Sharing

- a. Bilingual Services Program
- b. State Departments
- c. Community-Based Organizations

V. Bilingual Services' Upcoming Projects

VI. Schedule Next Meeting